


Archives
LD
5025.9
.F25783
1971
1st ed
c. 1



Digitized by the Internet Archive
in 2010 with funding from
Lyrasis Members and Sloan Foundation

ALJ 1709

USC SPARTANBURG LIBRARY
ARCHIVES

Archives
LD
5025.9
.F25783
1971
1st ed
c.1

FACULTY MANUAL

Spartanburg Regional Campus

University of South Carolina

First Edition
1971

TABLE OF CONTENTS

Academic Year Calendar.....	1
Organizational Chart.....	3
Faculty and Staff Telephone Extension Numbers.....	4
Academic Divisions.....	5
Divisions Meetings.....	6
Division Coordinators Meetings.....	6
Faculty Meetings.....	6
Class Schedules, Class Room Assignments, Examination Schedules.....	6
Graduate Study by Full-Time Faculty Members.....	7
Standard Procedure on Textbook Orders.....	7
Office Hours of Faculty Members.....	9
Grade Change Procedure.....	10
New Grading System.....	11
Size of Classes.....	17
Faculty Evaluation.....	17
Academic Advising.....	19
Counseling and Testing.....	19
Financial Aid.....	19
Student Activities.....	20
Campus Calendar.....	20
Faculty Parking.....	20
Student Parking.....	20
Newsletter.....	20
Registration Cards.....	21

USC Football Tickets.....	21
Fringe Benefits.....	22
Payroll.....	24
Faculty Travel.....	24
Desk Copies of Books.....	24
Supplies.....	24
Xerox.....	24
Spartanburg Regional Campus Library.....	25
Grade Reporting.....	26
Forms in the Admission Office.....	26
Drop-Add	
Change of Grade	
Advance Standing	
Campus-wide Information Policy.....	28
Speakers Bureau.....	29
Language Placement Guide.....	31
Long Distance Telephone Calls.....	33

USC Football Tickets.....	21
Fringe Benefits.....	22
Payroll.....	24
Faculty Travel.....	24
Desk Copies of Books.....	24
Supplies.....	24
Xerox.....	24
Spartanburg Regional Campus Library.....	25
Grade Reporting.....	26
Forms in the Admission Office.....	26
Drop-Add	
Change of Grade	
Advance Standing	
Campus-wide Information Policy.....	28
Speakers Bureau.....	29
Language Placement Guide.....	31
Long Distance Telephone Calls.....	33

ACADEMIC YEAR CALENDAR

1971 FALL TERM

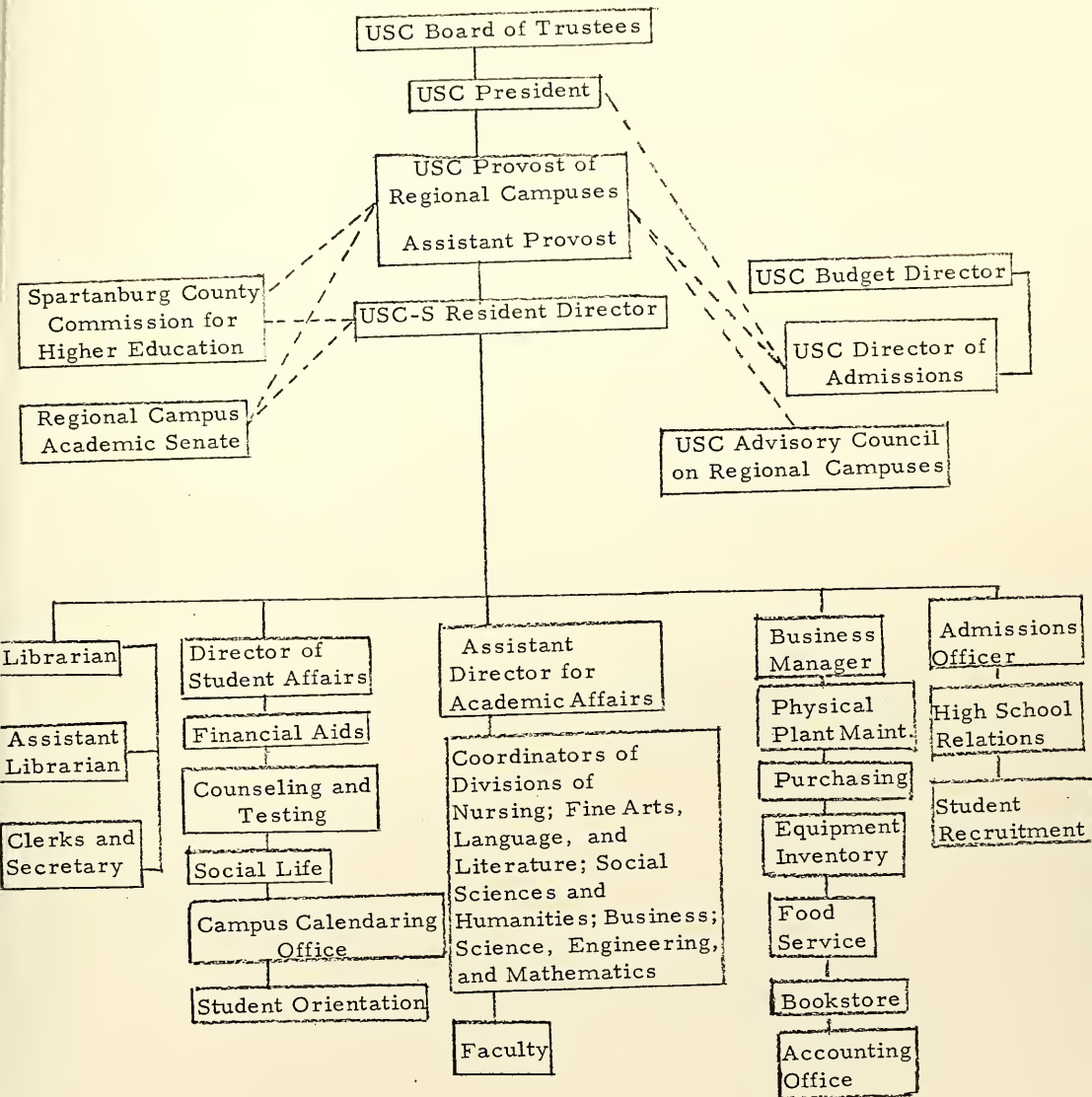
September 1	Wednesday 9:00 AM - 5:00 PM	Orientation for Freshman and transfer students
	2:00 PM 4:00 PM	Academic Advisement for Sophomore and continuing students
September 2	Thursday 9:00 AM 12:00 M	Academic Advisement for Freshman students
	1:00 PM - 7:00 PM	Registration by appointment only. Students will receive registra- tion appointments when they meet with their Faculty Advisor.
September 3	Friday 9:00 AM 12:00 M	Registration continues
September 7	Tuesday	Classes begin; additional fee for late enrollment
September 10	Friday	Last day to change course schedule; all fees must be paid by this date or registration will be cancelled
October 8	Friday	Last day to drop a course without penalty
October 25	Monday	Midpoint in the fall semester
November 26-27	Thursday- Friday	Thanksgiving recess
December 15-22	Wednesday- Wednesday	Final Examinations (includes exams on Saturday)

1972 SPRING TERM

January 12	Wednesday 10:00 AM	Orientation for new and transfer students
January 13-14	Thursday- Friday	Registration
January 17	Monday	Classes begin; additional fee for late enrollment

January 21	Friday	Last day to change course schedule; all fees must be paid by this date or registration will be cancelled
February 28	Monday	Last day to drop a course without penalty
March 6	Monday	Midpoint in the spring semester
March 20-24	Monday-Friday	Spring recess
May 2-9	Tuesday-Tuesday	Final examinations (includes exams on Saturday)

UNIVERSITY OF SOUTH CAROLINA
AND
SPARTANBURG REGIONAL CAMPUS
(USC OFFICIALS CURRENTLY INVOLVED IN
THE ADMINISTRATION OF USC SPARTANBURG)



TELEPHONE DIRECTORY
SPARTANBURG REGIONAL CAMPUS

Babb, Nancy.....34	Mack, Paul.....26 & 27
Biehl, Helen.....43	Marriott, Lois.....42
Boswell, Charles.....45	Moore, Lawrence.....55
Bowman, Joseph.....50	Moore, Nancy.....70
Bryant, Melinda.....69	Murph, Marian.....21 & 22
Clark, Ross C.....54	Overton, Tom.....23
Cogdell, Cecilia.....42	Pearson, Charlene....44
Crosland, Andrew.....71	Philson, Sherry.....31 & 32
Davis, Thomas.....47 & 48	Riley, Jacki.....44
Deal, Alice.....33	Roberts, Dennis.....56
Ebert, Betty.....25	Sessions, Judith.....31 & 32
Edmunds, John.....58	Shiplett, Ruth.....67
Felton, Gwen.....67	Sikes, Elizabeth.....72
Gray, Harry.....68	Sloan, James P.....60
Hackett, Frances.....26 & 27	Snyder, Sally.....52
Harvey, Robert.....56	Spong, Richard.....49
Henderson, Alice.....59	Sprouse, Peggy.....47 & 48
Henderson, Conway....37	Stavelly, Charles.....35
Howard, Betty.....52	N.A. STIRZAKER.....21 & 22
Jacobsohn, Guy.....40	Taylor, David.....53
Johnson, Jane.....31 & 32	Weeks, Dollie.....41
Jolly, Eric.....61	Wildman, Walda.....62
Kissell, W. G.....51	Wimberly, Percy.....68
Knight, Donald.....69	Winston, Charles.....52
Larisey, Marian.....67	Wynn, Carolyn.....37
Lesesne, Margaret....38	
Lithard, Paul.....36	

ACADEMIC DIVISIONS

FINE ARTS, LANGUAGES, AND LITERATURE

English Language and Literature
Foreign Languages and Literature
Philosophy
Art
Music
Journalism

SCIENCE, ENGINEERING, AND MATHEMATICS

Biology
Chemistry
Physics
Engineering
Mathematics
Geology

SOCIAL SCIENCES AND HUMANITIES

History
Political Science
Economics
Sociology
Geography
Psychology
Education
Health, Physical Education, Recreation
International Studies

NURSING

BUSINESS

Business Administration
Business Education
Office Administration

DIVISION MEETINGS

It will be the responsibility of the division coordinator to schedule regular monthly meetings of his division at a time convenient to division faculty members. These meetings will be more purposeful if scheduled prior to the division coordinators monthly meeting.

DIVISION COORDINATORS MEETINGS

Regular monthly meetings of the division coordinators with the assistant director for academic affairs will be held at 3:00 PM on the Wednesday immediately preceding the regular faculty meeting.

FACULTY MEETINGS

Regular faculty meetings will be held on the first Wednesday of each month at 4:00 PM.

CLASS SCHEDULES, CLASS ROOM ASSIGNMENTS, EXAMINATION SCHEDULES

Changes in class schedules, classroom assignments, examination schedules, and examination room assignments are discouraged. Should a change be considered in the best interest of the Regional Campus and its students, it must have the approval first of the division coordinator followed by the approval of the assistant director for academic affairs before it can be effected.

GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

Improvement of professional qualifications of faculty members is encouraged because of benefits to the Regional Campus, to our students, and to the individual faculty member. Permission to pursue graduate courses will be granted subject to the four stipulations set forth in the Policy on Graduate Study promulgated on October 19, 1970, of which copies are available in the office of the assistant director for academic affairs.

Requests for the privilege of taking a graduate course must be presented to the division coordinator. He will assess the feasibility of granting the request without disruption of the USC-S schedule and related activities, making to the director for academic affairs his recommendation to grant or to deny the privilege. The assistant director will make the final decision.

STANDARD PROCEDURE ON TEXTBOOK ORDERS

1. Textbooks will be ordered and sold by the Campus Bookstore. The principal, impelling, and paramount purpose of the Bookstore is to have available an adequate supply of texts needed in all course offerings.

2. As soon as the new semester course offerings have been approved and scheduled by the division coordinators, but not later than October 20, faculty members will submit written requests for textbooks, workbooks, and supplies directly to their division coordinators for review, approval, and transmission to the Bookstore.

The requests will include: (1) full names of authors, (2) exact titles, (3) the names of publishers, (4) editions, and (5) the estimated number of copies needed. It is essential at this stage that the division coordinators communicate with their appropriate counterparts on the Columbia Campus as to prescribed texts, ascertaining whether or not new texts have been adopted. Where a text is prescribed by the department head on the Columbia Campus, it must be used on the Spartanburg Regional Campus.

3. In keeping with his responsibility for having books available in all disciplines in his division, the division coordinator, before submitting the order to the Bookstore, will review each individual faculty member's book request carefully, making certain that the order is adequate. In this connection, let me emphasize that the name of the game is not to make the book orders run out exactly even, but to make certain that students have textbooks at the beginning of second semester classes.

4. In an effort to reduce financial losses from unsold stock I urge faculty members and division coordinators to be realistic in their estimates of potential enrollment in classes and that, when feasible, they seek to exhaust supplies of texts before changing to new titles. Change merely for the sake of change is costly, unwise, and must be discouraged. However, if a change in textbook is desirable, despite stocks of books on hand in the Bookstore, the division coordinator must approve the change. To assist the division coordinators in making decisions as to textbook changes, Bookstore personnel will provide each division coordinator with inventory totals and "return option" dates on books being used (or approved for use) in his division. Upon approving the necessary

change, the division coordinator will notify the Bookstore immediately following the decision so that the Bookstore may take advantage of a "return option" wherever possible. Decisions involving large investments in unreturnable books must have the final approval of the assistant director for academic affairs.

5. Division coordinators will submit approved book orders to the Bookstore not later than October 27.

6. It is the responsibility of Bookstore personnel to implement the ordering of books immediately upon receiving authorizations from division coordinators. In the event the publishing house cannot provide the approved text, the division coordinator will be notified immediately by Bookstore personnel, which notification will trigger the ordering of an alternative back-up book, previously selected and approved by the faculty member and division coordinator.

7. It is my responsibility to make certain that texts are available to students at the beginning of the term. The buck stops at my desk. Accordingly, division coordinators will provide me with copies of all book order authorizations submitted to the Bookstore. In like manner, Bookstore personnel will provide me with copies of all book orders submitted to the publishing houses. JPS

OFFICE HOURS OF FACULTY MEMBERS

In accordance with the provisions of the Faculty Manual of the University of South Carolina and in the interest of good communications with our students, every faculty member is expected to maintain a weekly schedule of office hours.

Each faculty member should post his schedule on the door of his office so that students may know where and when he is available.

The philosophy of the Spartanburg Regional Campus is that faculty and administrative personnel are easily available to students. In fact, we should encourage individual discussions with our students, particularly those students who are experiencing difficulties in their courses, and with our advisees.

The practice of operating entirely or relying heavily upon the appointment procedure is not considered satisfactory. A schedule of five hours a week, or one hour each class day, is a consensus as to what constitutes a reasonable and non-burdensome minimum.

All faculty members will please submit copies of their schedules to their division coordinators and to the office of the assistant director for academic affairs.

GRADE CHANGE PROCEDURE

Should it become necessary to make a grade change or changes after final semester grades have been sent to the Columbia Campus, the following will be the proper procedure:

The faculty member will report in writing grade changes with justification of changes to his division coordinator, including the following information: (1) faculty member's name, (2) the name of the student, (3) grade, (4) grade change, (5) course, and (6) reason. This information will be transmitted next to the assistant director for academic affairs for compilation and scheduling on the agenda of the next faculty meeting.

Following faculty approval, the faculty secretary will write a

letter to the Assistant Provost, stating the date of the faculty meeting and the action taken on the submitted request for grade changes. This letter will include the six items outlined in the preceding paragraph.

Faculty members may obtain appropriate forms for reporting grade changes from their division coordinators.

NEW GRADING SYSTEM

The University's new (A,B,C,NC) grading system became effective as of the first summer session, 1971. Grades of D and F are no longer being used. Students making less than C will receive NC (or no credit).

With regard to D's and F's recorded prior to this summer session, the grade of D will remain as a part of the student's record, while the grade of F may be forgiven (or removed) when certain requirements are met. These requirements, quoting from Dr. Rollin E. Godfrey's letter of May 7, 1971, are as follows:

"To be eligible for the new (A,B,C,NC) grading system, or modifications thereof, a student must meet at least one of the following criteria:

- A. be enrolled as a full-time student during one semester after the system becomes effective and earn at least nine hours creditable toward the degree being sought, or earn at least six hours credit during a summer session.
- B. be enrolled as a part-time student for at least two semesters after the system becomes effective and earn at least nine hours creditable toward the degree being sought."

Faculty members should not be tempted to "water down" the C to embrace barely passing (poor) performance formerly indicated by a D. Under the new grading system, the University's grade of A should represent Excellent performance, B, Good performance, and C, Fair performance. The grade of NC (no credit) should embrace both Poor performance (for which a grade of D was formerly accorded) and Failure (for which a grade of F was formerly accorded).

Other details relating to the implementation of the University's grading system may be found under the heading Implementation of the 1971 Grading System, June 21, 1971, presented on the next four pages of this manual.

IMPLEMENTATION OF THE 1971 GRADING SYSTEM

June 21, 1971

I. Philosophy

The grading system approved by the University Faculty at the Faculty Senate meeting of January 13, 1971, is based on three principles:

1. No grade below a C is acceptable as a passing grade.
2. The grade of NC is non-prejudicial.
3. Continuance as a student is based entirely on the fraction of attempted hours passed in a given period of time.

II. Description of Grades

The grading system has a number of possible grades, some of which are new, and some of which are similar to present grades but have different meanings. The Law School is not affected by this new grading system, but their grades are altered to achieve as much similarity between the systems as possible. The grades and meanings are shown below:

<u>Grade</u>	<u>Undergraduate and Graduate</u>	<u>Law</u>
A	Excellent -- creditable work	Excellent -- creditable work
B	Good -- creditable work	Good -- creditable work
C	Fair -- creditable work	Fair -- creditable work
D	----	Poor -- creditable work
F	----	Failure -- not creditable, or withdrew after last date to withdraw without penalty and was then failing
S	Satisfactory -- pass-fail option, non-credit course, or thesis or dissertation -- creditable work; or Satisfactory (mid-term)	Satisfactory -- pass fail option, or non-credit course -- creditable work
U	Unsatisfactory (mid-term only)	----
AUD	Audit	Audit
I	Incomplete -- satisfactory attendance but otherwise incomplete work; may be converted to A, B, C, S, or NC within 12 months or reverts to NC	Incomplete -- satisfactory attendance but otherwise incomplete work; may be converted to A, B, C, D, F, S, or NC within 12 months or reverts to F
NC	No Credit -- material not mastered sufficiently to receive a grade denoting creditable work, or unsatisfactory attendance, or withdrew from course after last date to withdraw without penalty	No Credit -- Unsatisfactory work in non-credit course, or withdrew after last date to withdraw without penalty and was then doing creditable work
NCS	No Credit - Satisfactory (internal grade) -- student fully withdrew from University and was then doing creditable work	----
NR	No Report (internal grade) -- no report of grade from instructor at time of publication of grades (not on transcript)	No Report (internal grade) -- no report of grade from instructor at time of publication of grades (not on transcript)

III. Input

The two primary inputs to the grading system are the two grade roll forms, one for mid-term grades for entering freshmen, one for final grades. Each will be issued by course and section as before.

The form for mid-term grades will contain names of entering freshmen only. An "entering freshman" is a student with less than 30 Credited Hours who is in his first semester of study at the University. This roll will be sent to each appropriate instructor in time to be returned one week after the middle day of each fall and spring semester. No mid-term grades will be issued in the summer. The form will have space for recording only the grades of S and U.

The form for final grades will contain the names of all students still enrolled in each course at the time forms are printed. This roll will be sent to each instructor

in time to be returned after final examinations, except in the case of grades for graduating seniors, which may be required earlier. The form will provide space for recording all possible grades: A, B, C, D, F, S, AUD, I, and NC. Those grades which can be used only in the Law School (D and F) will be shaded to call attention to this fact. A space for recording absences will be provided, but these will not be machine-sensed and are only for the written record.

IV. Totals Required

Currently three sets of totals are kept on each student: Semester, USC, and Cumulative. Each of these has three parts: Hours Carried, Hours Earned, and Grade Points. The new system introduces complexity which is unavoidable because of the manner in which suspensions are computed. It is necessary to keep a running total of hours attempted since September 1 of each academic year, since suspension is based entirely on the fraction of hours attempted which are not passed. In addition, the Grade Point Ratio is no longer computed from Hours Carried, (which is the new Attempted Hours, but from the hours actually earned.

However, a student often has other hours, not earned by attending class, which are credited toward graduation. An example is advanced-standing. Hence totals must include both the hours actually earned toward a degree, which are then used in the GPR computation, and hours credited toward the degree, some of which are not earned by going to classes. In addition, since suspension is computed from hours not "passed", a separate record of such hours is required, for the grade of NCS is a "passing" grade for suspension purposes.

Three sets of totals are required under the new system: Semester, Yearly, and Cumulative. Each of these requires five parts: Attempted Hours, Credited Hours, NC Hours, GPR Hours, and Grade Points. No separate Transfer Totals are to be kept, since this information can always be acquired from the first entries on the transcript.

The table below shows what computations are performed with each of the possible grades. An 'x' indicates that the hours for the particular course are added to the total described at the top of the column.

<u>Grade</u>	<u>Attempted Hours</u>	<u>Credited Hours</u>	<u>NC Hours</u>	<u>GPR Hours</u>	<u>Grade Points</u>
A	x	x	0	x	4
B	x	x	0	x	3
C	x	x	0	x	2
D (Law)	x	x	0	x	1
F (Law)	x	0	0	x	0
S	x	x	0	0	0
AUD	0	0	0	0	0
I	x	0	x	0(x for Law)	0
NC	x	0	x	0	0
NCS	x	0	0	0	0
NR	0	0	0	0	0
Advan.etc. Stand.	0	x	0	0	0

Computation of the Grade Point Ratio is

$$\text{GPR} = \frac{\text{Grade Points}}{\text{GPR Hours}} \text{ rounded to nearest } 0.001,$$

and if both Grade Points and GPR Hours are zero, the GPR is zero.

V. Suspension

Suspension is computed at two different times in the grade process, in two different manners. A student may be suspended for passing fewer than half of the hours he has attempted in the academic year beginning September 1. He may also be suspended if he fails to pass at least one three-or-more-hour course in any semester, or, if he has no courses for three or more hours, if he fails to pass everything. For suspension purposes, the two Summer Sessions are considered to be one semester. All suspensions are for twelve months.

Annual suspension computations are made as follows:

1. After registration for the Summer II semester is firmly known, match out of the academic-year records for the year beginning with the previous Fall semester all students who are enrolled in Summer II.
2. Compute for all remaining students twice the Yearly NC Hours.
3. Compare this with the Yearly Attempted Hours.
4. If the former is larger, list the student on the Tentative Suspension List.
5. During the grade run for Summer II, make the same test as shown in 2 and 3 above.
6. If twice the Yearly NC Hours is greater than the Yearly Attempted Hours, print the suspension notice on the grade book and also on the second Tentative Suspension List.
7. After these runs are completed, set all Yearly totals to zero.
8. In addition to the above procedure, a Spring Tentative Suspension List is made in the same manner for all students receiving Spring grades as an aid in determining those who may need summer work.
9. This procedure is not implemented for any Law or Graduate student.

Semester suspension computations are made as follows:

1. During the grade run for a semester (or for the combined Summer Sessions), examine each record to see if there are any courses attempted carrying three or more credit hours.
2. Note if any are found.
3. Note if any of these have a passing grade (A,B,C,S, or NCS).
4. If any are noted in step 3, the student is not to be suspended.
5. If none were found in step 3, but some were found in step 2, print the suspension notice on the grade book.
6. If no courses were found in step 2, test Semester NC Hours.
7. If this is not exactly zero, print the suspension notice on the grade book.
8. This procedure is not implemented for any Law or Graduate student.

VI. Outputs

Three primary outputs issue from this system: grade reports, grade books, and transcript labels. All three are somewhat different, although all contain the name and social security number of the student and generally his school and class and major if available.

The grade report contains the names and numbers of the courses taken, followed by six columns of information: Grade, Attempted Hours, Credited Hours, NC Hours, GPR Hours, and Grade Points. In addition, a seventh column is required for such notations as ADV STD, WITHDREW, etc.

The grade book is somewhat more complex, but otherwise carries about the same information as in the past. All transactions which are recorded as grades, including the grade of NR, are reported in the grade book.

The transcript label includes only final grades, omitting a report of the grade of NR. The transcript does include the grade of NCS, since this must be used later for hand computation of honors eligibility.

VII. Conversion Procedures

Records of present students will be converted by the Records Office. If the conversion is made before grades are recorded for the Fall semester, the Yearly totals are set to zero. Otherwise they are set to values computed from September 1 as described below for Cumulative totals.

New Cumulative totals are computed as follows:

Attempted Hours = Hours Carried + Hours of S, P, U, and Advanced Standing, etc.

Credited Hours = Hours Earned.

NC Hours = Hours of F, U, I, and X.

GPR Hours = Hours of A, B, C, and D (plus F for Law School).

Grade Points = Grade Points computed for hours of A, B, C, and D.

Records will be converted only for students enrolled in the Fall 1971 semester. Records for other students will be converted when they are readmitted. Under this procedure, semester grades may be computed, using the new system, for students who are not eligible

under the Faculty rules. Deans will insure, when considering graduating seniors' performance for graduation, that no student is graduated who would not be eligible for conversion under the implementation procedure.

Records for transfer students are converted upon admission using the procedure above. Only those courses for which credit is actually transferred and accepted at U. S. C. shall be counted in computing any of the various totals. No conversion of records can be made in such a way as to alter conformity to published admissions standards.

VIII. Additional Procedures

Withdrawal from a course during the first six weeks of a semester will be recorded merely as 'Withdraw' on the student's permanent record and will not enter into the computation of any totals. Except as noted in the following paragraph, a grade of NC will be recorded for any course dropped after the first six weeks. In summer sessions and other shortened semesters, this period will be one-third the total number of class days instead of six weeks.

A student fully withdrawing from the University after the first six weeks of a semester will be assigned a grade of NC in each course unless the report of the instructor indicates, through the appropriate Dean, that satisfactory work was being performed up to the time of withdrawal. In this case the grade of NCS will be recorded.

Classification of students is based on the total number of Credited Hours as follows: Freshman, less than 30 Credited Hours; Sophomore, at least 30 Credited Hours; Junior, at least 60 Credited Hours; Senior, at least 90 Credited Hours.

The Dean's Honor List consists of the names of all juniors and seniors who in the preceding semester have attained a GPR of at least 3.5 for a minimum of 12 semester hours with no more than one NC. The Sophomore and Freshman Honor Rolls are similar except that the GPR minima are 3.25 and 3.0 respectively.

Graduation with honors is computed for students with at least 60 hours of resident credit as follows:

<u>If the Overall GPR is at least</u>	<u>And the Number of NC Grades is not more than</u>	<u>Then the Diploma will Read</u>
4.00	1	Summa Cum Laude
3.75	3	Magna Cum Laude
3.50	5	Cum Laude

To be eligible for the 1971 (A,B,C, NC) grading system or modifications thereof, a student must meet at least one of the following criteria:

1. Be enrolled as a full-time student during one regular semester after the system becomes effective and earn at least nine hours creditable toward the degree being sought, or be enrolled during one Summer Session and earn at least six hours creditable toward the degree being sought.
2. Be enrolled as a part-time student for at least two semesters after the system becomes effective and earn at least nine hours creditable toward the degree being sought.

Transfer students' admission shall be covered by the 'Undergraduate Admissions Policies 1971' and its successors. Having once been admitted to the University, the student is subject to the provisions of the above paragraphs.

Faculty regulations permitting students enrolled in the University prior to Fall 1964 (implementation date of 4-point grading system) to use 6 quality points for each hour of A and 4 quality points for each hour of B are suspended for any continuing or reentering student enrolling in the University for the 1971 summer term or thereafter.

Grades of I and X which were earned prior to the implementation of the new grading system and removed (made-up) after its implementation will be recorded A, B, C, D, S, or NC.

The Deans and the Committee on Scholastic Standings and Petitions shall not be empowered to waive these provisions.

SIZE OF CLASSES

The closing out or limiting the size of classes or class sections at the time of registration must have the approval of the division coordinator and the assistant director for academic affairs. No faculty member is authorized to limit the size of his or her class without the above approvals.

FACULTY EVALUATION

The faculty evaluation plan, approved by the faculty at its May 12, 1971, meeting, will be implemented during the 1971-72 academic year.

Faculty members are expected to review the Faculty Evaluation Policy and to become familiar with their responsibilities in putting it into effect.

Specifically, plans for the year, cited on Page 2 of the Faculty Evaluation Policy, must be implemented with appropriate data in the hands of your division coordinator on or before September 20, 1971.

As the academic year progresses, faculty members will be giving serious consideration to the very important Self-Evaluation phase, described on Pages 2 and 3. The areas of self-evaluation will be noted on Page 4. The form to be used in this self-evaluation is the six-page form which follows page 7 of the Faculty Evaluation Policy. This form will be completed by each faculty member and submitted to your division coordinator on or before March 15, 1972.

Student questionnaires will be administered by the members of the Student Honor Society prior to the end of each semester. The questionnaires will be sealed and turned over to individual faculty members after grades have been received in the Admissions Office.

STUDENT AFFAIRS OFFICE

ACADEMIC ADVISING

A certain time is designated before each term for students to meet with their advisors to plan their course work for the semester. Faculty advisors are assigned to students according to the students major. Students may change faculty advisors with the permission of their advisor. All materials and forms necessary for advisement are compiled by this office. If one of your advisees decides on a major other than your field you may refer him to the Director of Student Affairs for reassignment.

COUNSELING AND TESTING

Dr. Tom Overton is available to discuss with students problems of an academic, personal, or vocational nature. Faculty members are encouraged to refer students who need help in these areas. A testing program designed to obtain measures of interest and ability is available to students free of charge. A small file of occupational information is available to assist students in their choice of a vocation. A library of college catalogs is maintained for use by students and faculty.

FINANCIAL AID

Many forms of financial assistance are available to students of the Spartanburg Regional Campus. These include scholarships, loans, and work-study positions. Students in need of financial aid should contact the Director of Student Affairs at their first opportunity. A faculty scholarship committee selects recipients of USC-S scholarships.

STUDENT ACTIVITIES

The Student Affairs Office is responsible for all student activities including student activity budgets. Each USC-S student organization has a faculty advisor to assist in its operation. Faculty members are also called on to serve as chaperones at various University functions.

CAMPUS CALENDAR

A campus calendar of events is maintained by this office to avoid scheduling conflicts. Activities may be entered on the calendar by Miss Peggy Sprouse in Room 216.

FACULTY PARKING

Faculty members should obtain USC-S parking stickers from Mrs. Ebert. These stickers should be displayed on the left rear bumper. Parking spaces for faculty and staff are reserved in both parking lots.

STUDENT PARKING

Parking stickers are sold during registration. Tickets are issued and fines assessed for violations of the parking regulations.

NEWSLETTER

A weekly newsletter is placed in faculty mail boxes, on all bulletin boards, and in the Student Lounge every Friday morning. Faculty and students may submit announcements in writing to Miss Peggy Sprouse (Room 216) by noon on Thursdays. Your use will make this an effective means of communication.

REGISTRATION CARDS

A file of current registration cards is maintained. These cards list each students schedule as well as his address and telephone number.

USC FOOTBALL TICKETS

Gamecock football tickets will be sold for all home games. Details will be released at a later date.

BUSINESS OFFICE

FRINGE BENEFITS

1. South Carolina Retirement System: The South Carolina Retirement System is not intended to meet all of a member's needs when he retires but to supplement Social Security, savings, or other plans the individual might have. Our State Retirement System is so secure, that if each member were to withdraw today, all requests could be met. We are the only state in the Union able to do this. Contributions to the system have interest compounded at the rate of 4% per year. Should you withdraw your contributions from the System prior to retirement, the full amount of the contribution would be returned as well as one-half of the accumulated interest thereon.

After fifteen years, if a member leaves service he may choose to leave his money in the System and start receiving an allowance at age 60.

A very important feature, but one we hope no one has the opportunity to take advantage of, is the Pre-Retirement Death Benefit Program which became effective July 1, 1968. This means that at the death of a contributing member who has completed at least one full year of membership under state retirement, there shall be paid to his beneficiary a death benefit equal to the annual earnable compensation of the member at the time of his death. This benefit extends to persons on leave of absence who participate in the retirement program while on leave.

2. Blue-Cross-Blue Shield: A group plan providing basic coverage for hospitalization and medical care. Dread Disease coverage is also available.
3. TIAA Major Medical Insurance: A plan designed to absorb large medical expenses not reimbursed by Blue-Cross-Blue Shield or any other base plan. At a slightly higher premium, the plan can be carried without basic coverage.
4. Prudential Group Life Insurance: A plan providing for group term life insurance and personal accident insurance. For new faculty members, who act immediately, no medical examination is required. It is a combination of level and decreasing term insurance.
5. TIAA and CREF Annuities: The University will make payroll deductions for Teachers Insurance and Annuity Association and College Retirement Equities Fund but cannot contribute to such annuities. If further information is desired on this, please contact the Business Office.
6. Salary Insurance: A plan is available through Pilot Life Insurance Company. If you are interested in securing this protection, please contact the Business Office as it is so individualized that it cannot be discussed in general terms.
7. Credit Union: We are eligible for participation in the University Credit Union. Many faculty find this an excellent method to provide for those "dry months" in the summer. To date,

the credit union has paid 6% dividends annually, compounded semi-annually. This is not a guaranteed rate. Members are entitled to borrow funds also.

PAYROLL

Checks are due on the last day of the month. They may be picked up in the Bookstore any time after noon on the last day of the month.

FACULTY TRAVEL

All travel must be approved by the Area Coordinator and the Assistant Director for Academic Affairs. A "Faculty Travel Request" form has been devised and is available from the Business Manager. Due to strict budget limitations, faculty travel will be reviewed very closely.

DESK COPIES OF BOOKS

Desk copies of books may be obtained by notifying the secretary in the Bookstore. The proper form will be completed and desk copies will be ordered.

SUPPLIES

Supplies are available and can be obtained by requesting them from the secretary in the Bookstore.

XEROX

The xerox machine is available for faculty use. If the material to be copied is for personal use, 5¢ per copy is to be paid to the secretary in the Bookstore. Faculty are asked not to change paper in Xerox.

The library of the Spartanburg Regional Campus is a facility constantly growing to meet the needs of the University. It contains approximately 18,000 volumes, 208 reels of microfilm, a phonodisc collection, and subscribes to 273 periodicals and newspapers. Audio-visual equipment is stored in the library and is available for use through arrangement with the library staff.

Faculty members may borrow from the library in accordance with restrictions and authorizations provided for various categories of material. If a book is not available locally, it may be obtained through intra-library loan from the main campus libraries in Columbia.

Faculty members wishing to have books placed "on reserve" for their students should notify the library at least one week in advance of the need for the reserves in their classes.

The library provides a Faculty Library Handbook which gives complete information concerning the services and regulations of the library.

SPARTANBURG REGIONAL CAMPUS ADMISSIONS OFFICE

GRADE REPORTING

Class Rolls will be placed in your boxes as soon as received from Main Campus. Corrections are to be returned to the Admissions Office on forms provided. Yellow copy of class roll is to be returned to Admissions Office by date requested.

Grade Sheets will be placed in your boxes as soon as received from Main Campus. Please turn in grades on date requested to the Admissions Office. Mid-Term grades will be for freshmen only.

FORMS IN THE ADMISSION OFFICE

Drop-Add Forms: Students may drop or add courses until final date shown in University Calendar. The instructor, faculty advisor, and Dean are required to sign all forms. Students obtain these forms from the Admissions Office. Forms are processed by the Admissions Office.

Change of Grade Form: The grade of "I" may be changed to a letter grade by use of this form in the Admissions Office. This is to be completed by the instructor and processed by the Admissions Office.

Advance Standing Forms: If a student is placed in a higher level course and obtains a grade of "C" or better, he will then be exempted from the courses below this level. He receives hours credit and no grade for the courses exempted. This form may be obtained from the Admissions Office and must be signed by the instructor. The form is processed by the Admissions Office.

Student files are kept in the Admissions Office and may be used by the instructors by obtaining permission from Mr. Paul Mack, Admissions Officer, or Miss Frances Hackett, Secretary to Admissions Officer. The files are not permitted to be taken from the office area.

The rapid growth and development of the University of South Carolina in Spartanburg necessitate this institution's establishment of a policy on public information. It is felt that an aggressive and efficient effort in the field of public information will greatly benefit the institution and staff, along with the entire student body.

To achieve this goal of presenting ourselves to the mass media, the cooperation of the entire faculty and staff is sought. It will facilitate our dealings with the mass media if one person coordinates this function.

Mr. Charles Winston volunteered some months ago to undertake this responsibility, and he has agreed to continue with it until a full-time position can be created.

It is obvious that Mr. Winston cannot be in contact with the staff and faculty often enough to cover every story that might be available. It will be of great assistance if we can learn to recognize the types of stories needed so as to call them to his attention.

Some examples might be: 1. guest lecturers in your classes. 2. public speaking engagements. 3. awards accepted on behalf of the University. 4. travel to University-sponsored meetings or meetings of professional organizations. 5. activities of student clubs and groups with which you work. 6. virtually anything you do for which you and the University could take credit. and 7. the off-beat, out-of-the-ordinary occurrence which so often happens in the classroom and on campus.

It is believed that the institution and its staff will greatly benefit in the long-run by efforts to better acquaint this region with our program. Toward this end, I request your enthusiastic cooperation.

In an effort to better acquaint the community and region with the quality of the program at USC-S, it would seem that a Speakers Bureau on this campus would be a worthwhile endeavor. Each member of the faculty and administration wishing to participate is requested to develop a speech topic in an area of personal or professional interest which will be circulated to clubs and civic groups throughout the area.

This is strictly a voluntary project and should be the source for considerable personal pride and enjoyment. Mr. Winston, instructor of journalism, has agreed to manage such a bureau, and you are urged to return the attached form to him by September 10.

SPEAKERS BUREAU

NAME _____

POSITION _____

SPEECH TITLE _____

ESTIMATED TIME _____

DEGREE

MAJOR

UNIVERSITY

FOREIGN LANGUAGE PLACEMENT GUIDE

The following formula is that used at the main campus for language placement and should facilitate student counseling and placement. If any questions arise please call Carolyn Wynn, X 37 or Paul Lithard, X 36.

To compute placement by the point system the following will be needed:

1. Student's rank in high school class (first, second, third, or fourth quarter.)
2. Years of high school language passed.
3. Yearly grades in high school language.
4. Verbal score on College Board Examination.
5. Year high school language study completed.

Points:

1. Rank in high school class
first quarter - 4
second quarter - 3
third quarter - 2
fourth quarter - 1
2. Years of high school language passed
2 x number of years passed
3. Grades in high school language
A - 4
B - 3
C - 2
D - 1
4. Verbal score
600+ - 4
500-599 - 3
400-499 - 2
below 400 - 1
5. Year language study completed
1969 - total score of 1-4 above
1968 - subtract 2 points
before 1968 - subtract 2 plus 1 for each year before 1968
(1967: -3, 1966: -4, etc.)

Placement:

If the student's total score is 14 or more the student should be placed in 201.

If the student's total score is less than 14 the student should be placed in 101.

Please advise the students of the following regulations:

1. A course numbered below that in which the student placed may not be taken for credit by the student, but may be audited.
2. A student placed in 201 who:
 - a. makes C or better receives hour credit for 101 and 102 which he exempted.
 - b. makes D does not receive hour credit for 101 and 102 but must take no further courses to satisfy the language requirements for B.S. and only 202 to satisfy requirements for B.A.
3. Only students who take advanced placement tests may be placed in any other courses. (Students with 4 years high school and A-B average, call Miss Wynn, Extension 37.)

LONG DISTANCE TELEPHONE CALLS

Faculty members will not place long distance telephone calls directly from their offices. Authorized University-connected long distance calls must be given to the Campus switchboard operator who will place the calls and make a record of the charges. This procedure is necessary to assure that calls are University business and to make certain that the monthly telephone bills are properly checked.

University of South Carolina - System Libraries



J 200 08026302

